

TRAVEL DIRECTOR SCHEDULE * MARLBORO RACING SCHOOL

SCHOOL ONE - DAY ONE

Name	5A	6A	7A	8A	9A	10A	11A	12N	1P	2P	3P	4P	5P	6P	7P	8P	9P	10P	11P	12A
Pam																				
Bridget						7	7	7	7	10	10	10	10	Track	Until	end				
Sharon				5	5	5	8	8	8	8	9	16	16	16	16					
Tracy				4	4	4	4	8	8	10	10	20 21	20 21	20 21	11	Track	until	end		
Cheryl				3	3	3	3	3	3	3	3	3	3	3						
Ed					2	7	7	7	7	7	11	11	23	23	23		18 14			
Richard (Lead Airport)				1	1	1	1	1	1	1	13	14	19	19	19		14			
Gerry				1	1	1	1	1	1	1	12	14	19	19	19		14			
Amy				1	1	1	1	1	1	1	1	14	20	20	20		14			
Allison						8	8	8	8	8	8	15	15	15	15			17	17	17
4 Security				6	6	6	6	6	6	6	6	6	6							
2 Security						7	7	7	7	7	7	14	Track	until	end					
3 DMC Concourse 1-AA 1-DL 1-NW					1															
4 DMC 2-AA 1-DL 1-NW Baggage Claim					1															
1 DMC Dispatcher Pull equipment up when bags collected					1															

8/31/99 10:27 AM

2070816504

Day One Continued

1. Airport/meet with DMC, coordinate all bus and meet and greet, directional maps, signage, distribute staff according to arrivals, coordinate radios, drinks onboard. Staff goes on buses for announcements
2. Depart for Hilton, all return to Biltmore
3. Open/man Marlboro Guest Service Office - newsletters, reports, cigarette log etc. / Maintain log book, rooming list/A/D list, no-show lists, update newsletter, coordinate all database ie. Reports. Fax daily reports. Follow up air changes as needed
4. Monitor room availability/water, sodas, fruit baskets in room. Hotel has A/D list Long distance turned off, note in room, coordinate wake up calls with operators, check TV monitors (no rates)
5. Hospitality Suite set-up, F&B, desk set-up. Coordinate Hospitality/Hotel/Security.
6. Assist security with set-up, name badges etc. Cameras, cigarettes
7. Meet & Greet Staff with 2 security. 1 security and 1 staff take guests on elevator
8. Hotel/Hospitality Check-in
9. F&B/Hospitality check-in, arrival/flow
10. F&B set-up at track, signage, décor, trees, florals, lighting and staging for John Chrles
11. Uniform set-up, teams lists, signs etc. Check on changing rooms, cigarettes to track
12. Follow-up on lost luggage
13. Advance buses w/2 DMC riders, coolers/umbrellas
14. Dispatch & ride on buses/announcements.
15. ~~Finish set-up of room deliveries with hotel~~
16. Assist with room deliveries /inventory control
17. Hospitality Suite /end day cigarette log to Cheryl
18. Cigarette log to Cheryl
19. Coordinate uniform sizing/exchanges
20. Coordinate uniform fitting/with men and women
21. Coordinate cigarette inventory daily
22. Greet buses at track
23. Announcements at track

2070816505

TRAVEL DIRECTOR SCHEDULE * MARLBORO RACING SCHOOL

SCHOOL ONE - DAY TWO

Name	5A	6A	7A	8A	9A	10A	11A	12N	1P	2P	3P	4P	5P	6P	7P	8P	9P	10P	11P	12A
Pam																				
Bridget	1	1	1	1 13	1	1	1	1	1	1	1	1	1	1						
Sharon								14	14	14	14	14	14	14	14	16	16	16	16	
Tracy								14	14	14	14	14	14	14	14	16	16	16	16	18
Cheryl			6	6	6	6	6	6	6	6	6	6	6	CLO SE	15	16	16	16	16	
Ed	2	2	2	2	2	2	7	8	9	9	10	10								
Richard (Lead Airport)	3 4	4	4	4	12	12	12	12	12	12	12	12	13	21	15	16				
Gerry	5	SOCA	ALIZE	WITH	PAX		8	8	8	8	8	11	11	21						
Amy	5	SOCA	ALIZE	WITH	PAX		8	8	8	8	8	11	11							
Allison							20	20	20	20	17	17	17	17	17	17	19	19	19	19
2 Security		ON	BUS									DMC	TO	HTL						

8/31/99 10:29 AM

2070816506

Day Two Continued

1. Depart for track, F&B set-up, breakfast, lunch, snacks/signage, cold towels, decor
2. Depart for track – cooler set-up/greet at track/disburse guests/cigarette distribution (bring extra cigarettes and new log book)
3. 6:00am advance continental breakfast
4. 6:15am advance buses/coolers/umbrellas/provide narrative on bus
5. 6:30am alpha list/ready to load buses/ride on buses to track/announcements on buses/mingle with guests all day
6. Open and man guest services office
7. Check set-up for massage and tables for helmets
8. During lunch assist with massage/changing rooms/cooler refresh
9. Coordinate announcements with Jack
10. Refresh coolers for bus
11. Spot buses/conduct headcount/go on buses/announcements
12. Work on departure notices, new departure manifest
13. Greet buses at hotel/track
14. F&B hotel/pool party/wrist bands/towels/DMC set-up/manage complete set up
15. Hand out wrist bands/bring cigarettes to function
16. Direct guests/get guest involved in activities
17. Room deliveries/gift inventory, coordinate staff uniform cleaning
18. 9:30pm advance hospitality suite/stay until Allison arrives
19. Hospitality suite/cigarettes
20. Receive daily hotel accounting
21. Off load coolers/umbrellas

2070816507

TRAVEL DIRECTOR SCHEDULE * MARLBORO RACING SCHOOL

SCHOOL ONE - DAY THREE

Name	5A	6A	7A	8A	9A	10A	11A	12N	1P	2P	3P	4P	5P	6P	7P	8P	9P	10P	11P	12A
Pam																				
Bridget	1	1	1	1	1	1	1	1	1	1	1	1	1							
Sharon								16	16	16	16	Cig 28	28	28	29	29	29	29	29	
Tracy								17	17	14	14	14	18	18			26	27	26	26
Cheryl			6	6	6	6	6	6	6	6	6	6	6	6	6					
Ed	2	2	2	2	2	2	7	8 9	9	9	10	10	p/u	Cig	log					
Richard (Lead Airport)		3 4	4				12	12	21	12	12	12	28	28	28					
Gerry		5	Soci	alize	with	guests	8	8	8	8	8	11	11	11	21	23	23	23	24	24
Amy		5	Soci	alize	with	guests	8	8	8	8	8	11	11	11	21	23	23	23	24	24
Allison						14	14	15	15	15	15	15	15	25	25	25	26	26	26	26
2 Security on buses evening advance speed boats												18	18	21						

8/31/99 10:30 AM

2070816508

Day Three Continued

1. Depart for track – F&B set-up/breakfast/lunch/snacks/signage, towels, coolers, decor
2. Depart for track – cooler set-up/greet at track/disburse guest/organize diploma signing – Jack/Chuck / cigarette distribution/extra cigarettes/new log sheet/pull bus coolers to refresh
3. 6:00am advance continental
4. 6:15am advance buses, coolers, umbrellas, narrative on bus
5. 6:30am alpha list, ready to load/go on buses/announcements
6. Open/man Marlboro Guest service office
7. Check set-up massage and tables for helmets
8. During lunch, assist with massages/changing rooms/cooler refresh/towels
9. Coordinate announcements with Jack
10. Refresh coolers for bus
11. Spot buses/alpha list/headcount – Go on buses, announcements
12. Work on arrival/departure manifest/next group, coordinate with DMC
13. Greet buses/clean for evening transfer
14. Buy cigarettes for next group and inventory and pull pax cartons and label
15. Work on room deliveries/inventory this group/go to next group
16. Assist with room deliveries, organize for next group/review F&B billing
17. ~~Group rooming list & A/D list to hotel~~
18. Advance Cruise/speed boats/Security on speed boats/1 per boat/help off and on starts
19. Advance buses
- 20.
21. Greet guest at pier/go on cruise
22. Assist in speed boat
23. Mingle with guests on yacht
24. Return on bus/announcements
25. Room deliveries
26. Hospitality suite/advance 10:00pm till 12pm
27. Pull coolers and umbrellas and store
28. Advance yacht F&B, décor and entertainment, take cigarettes
29. Monitor F&B

2070816509

TRAVEL DIRECTOR SCHEDULE * MARLBORO RACING SCHOOL

SCHOOL ONE - DAY FOUR

Name	5A	6A	7A	8A	9A	10A	11A	12N	1P	2P	3P	4P	5P	6P	7P	8P	9P	10P	11P	12A
Pam																				
Bridget	1	1	1	1	1	1	1	1	1			19	19	19	19	24	24			
Sharon								19	19	19	19	19	19	20	28	24	24	24	24	24
Tracy						29	29	29	19	19	19	19	19	20	28	22	24	24	24	24
Cheryl			6	6	6	6	6	6	6	6	6	6	6	20 cig	22	22	24	24	24	24
Ed	2	2	2	2	2	2	7	8 9	9	13	10	14	14	14	22	22	25	25	25	25
Richard (Lead Airport)	3 4	4	4	11 27	27	27	27	27	12	13	13	14	14	hel	mets					
Gerry		5	socia	lize	with	pax	8	8	8	8		14	15	16	22	22	26	26	26	26
Amy		5	socia	lize	with	pax	8	8	8	13	13	15	15		22	22	26	26	26	26
Allison								23	23	23	23	23	23	23	hel	mets				
2 Security on bus															26	26	26	26	26	26

8/31/99 10:31 AM

2070816510

Day Four Continued

1. Depart for track – F&B set-up/breakfast/lunch/snacks/signage
2. Depart for track – greet at track/cigarette distribution, extra cigarettes/log, pull bus coolers for refresh/Rick Mears to sign diploma/pen for diploma and helmet signing
3. 6:00am advance continued
4. 6:15am advance buses, coolers, umbrellas, narrative on bus
5. 6:30am alpha list/ready to load/go on buses/announcements
6. Open/man Marlboro Guest service office
7. Check set-up massage and tables for helmets
8. Assist with massages/changing rooms/towel refresh
9. Coordinate announcement Jack/Chuck
10. Refresh bus coolers
11. Have bag pull/departure information/hotel staff/arrival info for Gerry and Amy and DMC
12. Depart for track/review A/D this group and next group with Gerry and Amy
13. Review new A/D and bag pull / check on cigarette inventory/bring out in afternoon
14. Assist with firesuit uniform returns and coordinate helmets to hotel
15. Advance buses, go on buses/announcements
16. Go on 2nd bus
17. Staff on check-out /ready for next group
18. Check room for cocktail set-up/photo set-up
19. Check ballroom for set-up décor, staging, lighting, signage, sodas, spandex, entertainment etc./hotel work with DMC
20. Advance cocktail reception
21. Advance evening function/stay till end
22. Assist with photo album, cocktail reception, setting for final night
23. Departure notices delivered in afternoon and comment cards/helmets/ready for 7:30 delivery
24. Monitor dinner
25. Award certificate/set-up by teams-alpha
26. Cocktail reception/final night seated with guests/close party
27. Pick up early arrivals to Hilton
28. Monitor Cocktail Reception
29. Inventory cigarettes

2070816511

TRAVEL DIRECTOR SCHEDULE * MARLBORO RACING SCHOOL

SCHOOL ONE - DAY FIVE
& SCHOOL TWO - DAY ONE

Name	5A	6A	7A	8A	9A	10A	11A	12N	1P	2P	3P	4P	5P	6P	7P	8P	9P	10P	11P	12A
Pam																				
Bridget										16	16	16	23	16	16	16	16	16	16	
Sharon		1	1	1	1	12	12	12	12	12	16	16	23	23 21						
Tracy				9	9	10	14	6	6	6	17	17	22	22	22		27	27	27	28
Cheryl			4	4	4	4	4	4	4	4	4	4	4	4						
Ed						8	12	12	12	12	17	17	22	23	25	25	25	25	28	
Richard				5		13	13	13	13	13	18	19	29	29	29					
Gerry					7	7	7	7	7	7	7	20	22	22	24	24	26	26		
Amy					7	7	7	7	7	7	7	20	22	22	24	24	26			
Allison		2	3	3	11	14	14	14	14	14	14	14	21	21	21	21				
DMC 2-Departure Airport 1-AA 1-DL					Greet	6 pax	at	arpt.												
DMC 3-Concourse 4-Baggage Claim 1-Dispatch																				
4 Security			2	3	11	12														

8/31/99 11:02 AM

2070816512

Day Five Continued

1. Advance breakfast
2. Security set-up/lower lobby
3. Bag pull
4. Open/man Marlboro guest services
5. Depart hotel/6 pax/ DMC greet at airport
6. Monitor Bag delivery of new group
7. Depart hotel with group to airport – meet with DMC arrival concourse
8. Depart for Hilton/pick up and return to Biltmore
9. Monitor check-out / water in rooms, fruit in rooms/monitor check-out and room availability
10. Advance hospitality suite/desk set up/F&B/Hospitality/Hotel/Security
11. Assist security with set-up/name badges, cameras, cigarettes
12. Meet/greet staff /2 security
13. Depart hotel for airport/last departure/arrivals
14. Hotel check-in/hospitality
- 15.
16. F&B décor, staging, lighting, florals etc. set-up track
17. Uniform set-up/teams/cigarettes to track
18. Follow-up on lost luggage
19. Advance buses/coolers/umbrellas
20. Dispatch & Go on bus/announcements
21. Room deliveries
22. Assist uniform fittings
23. Greet buses/disburse
24. Eat with guests
25. Announcements at track
26. Advance bus and coolers/announcement on buses
27. Advance hospitality suite and work – midnight/take cigarettes/restock
28. Cigarette log to Cheryl/Track & hospitality suite
29. Coordinate uniform size exchanges

2070816513